

Selling to Fairfax County



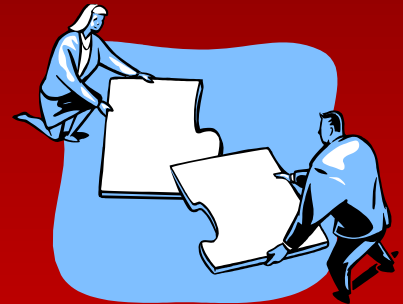
Presented by:

The Department of Purchasing and Supply
Management

\$560
Million
Market Place

Today's Topics

- Legal Authority
- Roles and Responsibilities
- Supplier Diversity
- Procurement Methods
- Procurement Schedules
- Vendor Assistance



Public Purchasing at the Local Level

- 
- Counties, Cities, Towns, Authorities
 - Millions in Goods, Services and Capital Construction
 - Public Funds
 - Equal opportunity for vendor community



Legal Authority - County

- Fairfax County Purchasing Resolution
- Establishes County purchasing policies
- Authorized by the VPPA

<http://www.fairfaxcounty.gov/dpsm/purchres.pdf>

Legal Authority - County



- Any bidder or offeror that fails to provide the State Corporation Commission ID number may not receive an award unless a waiver is granted by the County Purchasing Agent.

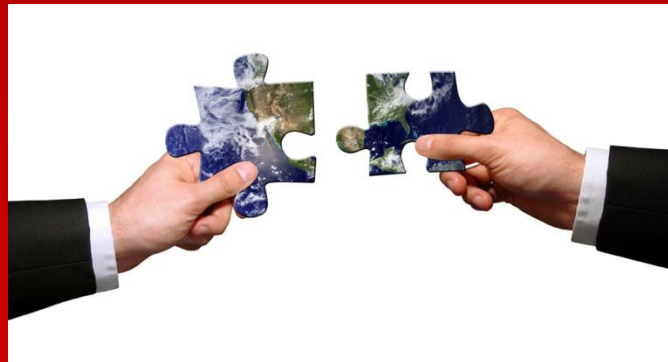
Other Statutes



- Freedom of Information Act (FOIA)
 - Public has access to most procurement-related documents
- Uniform Commercial Code
 - Facilitates interstate commerce

Roles and Responsibilities

- Purchasing Agent –
Cathy A. Muse, CPPO
- Contract Specialist – Department of
Purchasing and Supply Management
- End Users – Various Departments

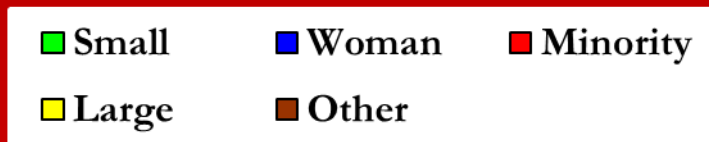
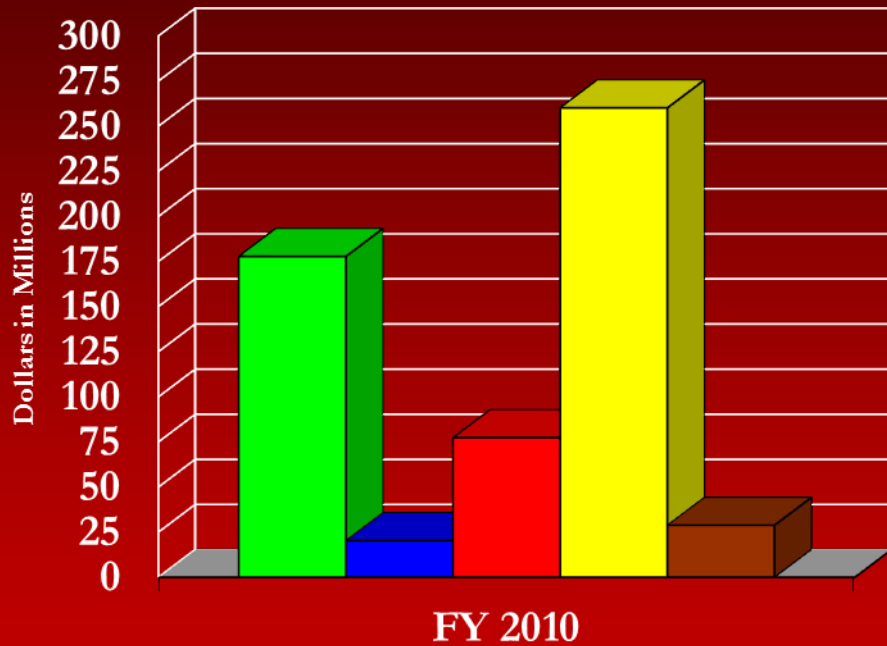


Supplier Diversity



- Program Goal:
 - To increase participation in the procurement process.
- Tradeshow like today's event
- Monthly Workshops
- Partnering in the Business Development Community
- Vendor assistance on doing business in Fairfax County
- Resource guidance
- SWaM Data reporting

SWAM Report



S - 32%	\$177,804,847
---------	---------------

W - 4%	\$ 20,320,554
--------	---------------

M - 14%	\$ 77,330,997
---------	---------------

L - 46%	\$260,132,882
---------	---------------

O*- 5%	\$ 28,870,551
--------	---------------

Total Spend	\$564,459,831
-------------	---------------

*Sheltered Workshops,
Government, not for profit, not
classified.

Preference for SWaM?

- Not in Fairfax County at this time
- Commonwealth Procurement Opportunities
 - www.eva.virginia.gov/SWAM
 - www.dmb.e.virginia.gov

Got Business?

- eVA – Virginia’s e-procurement portal
- Who Uses eVA?
 - Over 740 Agencies and localities– including Fairfax County and Fairfax County Public Schools
 - 22,686 eVA users
 - Your competitors (45,859 vendors)

How does Fairfax County use eVA?

- 
- A horizontal bar composed of a long red segment followed by several white segments of varying widths, separated by thin black lines.
- Shop from email for small purchases
 - Take vendor prices from email for use as a quotation
 - Shop from a State contract available in the email
 - Issue a quick quote
 - Publish formal solicitations in VBO (Virginia Business Opportunities) feature

How do I sign up?

- Vendor Registration

- eVA – www.eva.virginia.gov
- 1-866-289-7367, TTY 711
- Training available on website

- What kind of registration is right for me?

- Basic - FREE
- **Premium*** - FREE

*Premium includes electronic notification of business opportunities that match the vendor's registered commodities

Associated costs

- eVA fee schedule
 - 1% per order, capped at \$1500 per order, capped at \$500 per order for DMBE certified small businesses
 - Fee schedule available online at:
<http://www.eva.virginia.gov/billing/pages/evafeeschedule7-1-09.htm>

Other Ways of Finding Opportunities



- Budget

<http://www.fairfaxcounty.gov/dmb/>

- IT Plan

<http://www.fairfaxcounty.gov/dit/itplan/>

- DPSM Website

<http://www.fairfaxcounty.gov/dpsm/solic.htm>

- Contract Register

<http://www.fairfaxcounty.gov/cregister/>

Finding Your Right Fit

- Small – P-Card, Small purchase Order (SO)
- Medium – Informal Solicitations
- Large – Formal Solicitations
- OSFM – Sole Source, Emergency



Small

Small Purchases



- \$0 – 5K – No Competition Required
- \$5 – 10K – At Least Three Quotes
- End-user level
- Procurement Card or Small Purchase Order

Medium

Informal Solicitation



- Between \$10,000 - \$50,000
- End-user or contract specialist
- eVA Quick Quotes
- End-user issued informal solicitation

Large *Formal Solicitation*

- >\$50,000
 - - Professional Services, Goods, Consultant and Non-Professional Services
- Invitation for Bid (IFB)
- Request for Proposal (RFP)
- Contract Specialist
- Publicly advertised



Large *Invitation For Bid (IFB)*

- Competitive Sealed Bidding
- End user requirements
 - Public opening
 - Specific goods or non-professional services
 - Best price





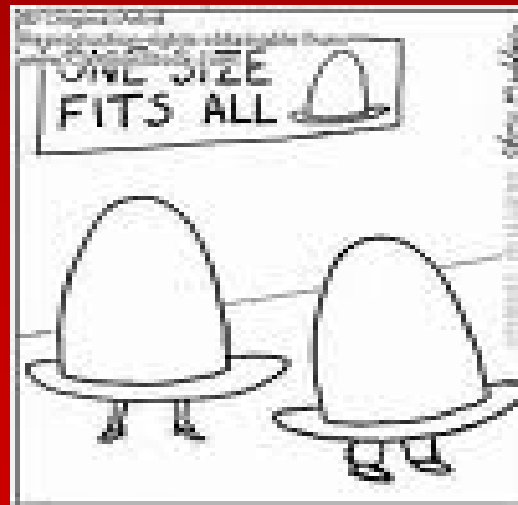
Large

Request For Proposal (RFP)

- Services: Professional and Non-Professional
 - Professional Services - (Accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, and professional engineering)
- Competitive Sealed Negotiation
- End user requirements
- Selection Advisory Committee (SAC) evaluates
 - Best value
 - Negotiable

OSFM – One Size Fits Most

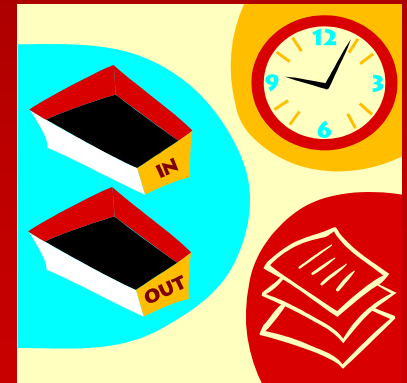
- Sole Source
 - One practicable source
- Emergency
 - Outside normal business hours





Procurement Schedules

- Small Purchase – 1-3 Days
- Informal Solicitation – 7-14 Days
- Formal Solicitation
 - IFB – 60-90 Days
 - RFP – 120-180 Days
- Sole Source – 60 Days
- Emergency – Same Day



Other Procurement Methods



- GSA Schedule 70 & 84
 - Amended for state and local
 - Competition required
 - Requires Fairfax County's terms and conditions
 - www.gsa.gov
- Cooperative Purchases
 - Metropolitan Washington Council of Governments
 - www.mwcog.org
 - US Communities
 - www.uscommunities.org
 - Houston-Galveston Area Council (HGAC)
 - www.h-gac.com

County Assistance



- Dept. of Purchasing & Supply Mgmt.
 - 703-324-3201
 - www.fairfaxcounty.gov/dpsm
- Fairfax County Economic Development Authority
 - 703-790-0600
- Dept. Of Public Works and Environmental Svc.
 - Construction Management Division
 - 703-324-5111
 - www.fairfaxcounty.gov/dpwes/construction/cap.htm
- Fairfax County Public Schools
 - Office of Procurement Services
 - 571-423-3555
 - [//www.fcps.edu/fs/procurement/index.htm](http://www.fcps.edu/fs/procurement/index.htm)

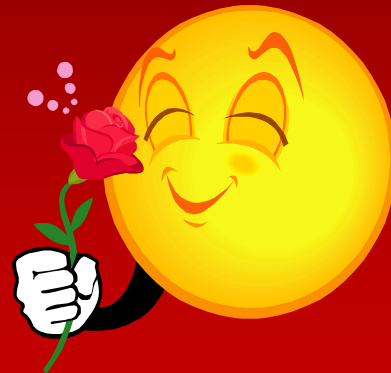
State Assistance

- Commonwealth of Virginia
 - eVA
 - www.eva.virginia.gov
 - 866-289-7367 or 804-371-2525
 - Dept. of Business Assistance
 - www.dba.virginia.gov • vbic@vdba.virginia.gov
 - 1-866-248-8814
 - Dept. of Minority Business Enterprise
 - <http://www.dmb.e.virginia.gov/swamcert.html>



Ethics

- Gifts
- Employment
- Kick-Backs
- “Smell” test





Hot Tips

- Use Contract Register to forecast
- Network, network, network with end users
- Consider acceptance of credit cards
- Select something other than “Net 30”
- Sign your bids/proposals
- Make sure bids/proposals are delivered to the suite and not the dock

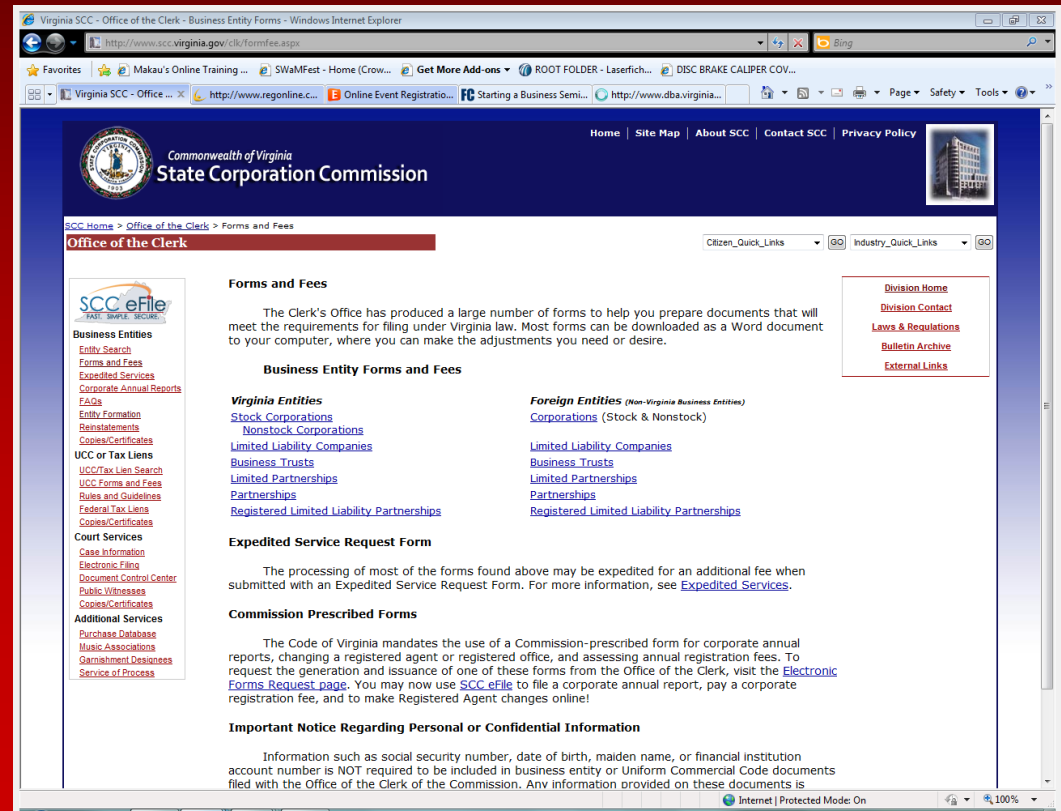


Thank you for your time and attention.

State Corporation Commission

www.scc.virginia.gov/clk/formfee.aspx

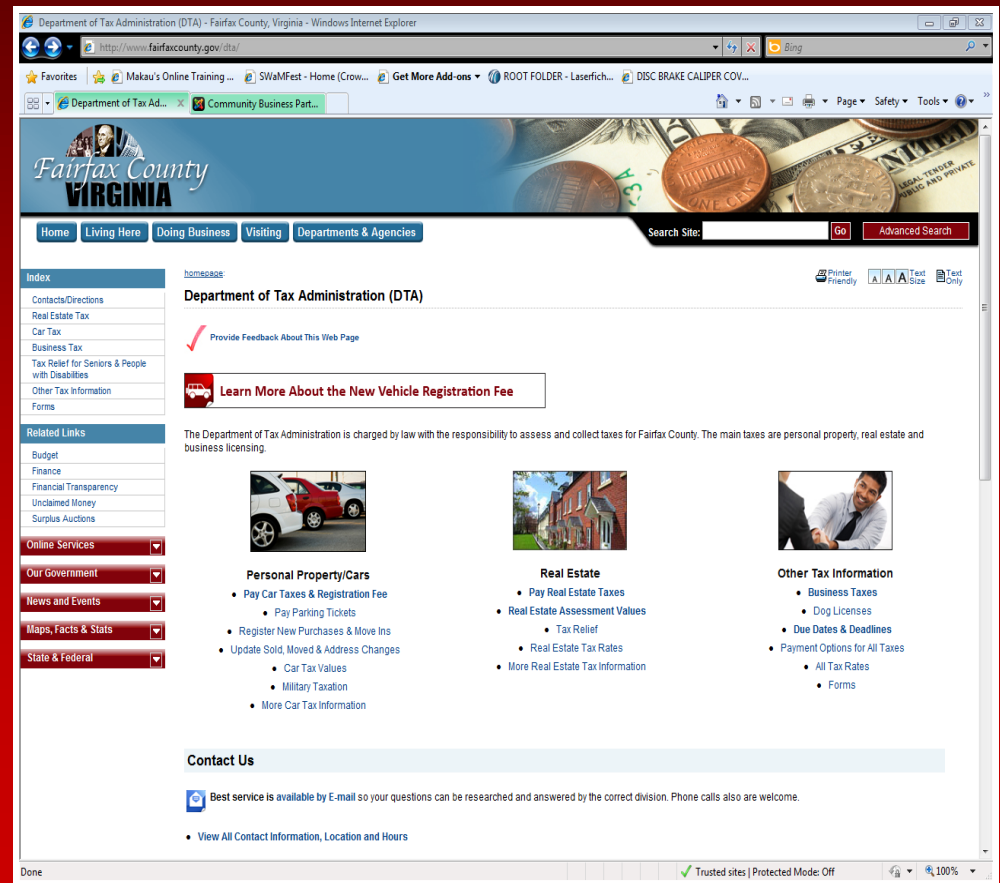
- Stock Corporations
- Non-stock Corporations
- Limited Liability Companies
- Business Trusts
- Limited Partnerships
- Partnerships
- Registered Limited Liability Partnerships



Fairfax County Department of Tax Administration

www.fairfaxcounty.gov/dta

- Information for New Businesses
- Business Personal Property Tax
- Business, Professional and Occupational Licenses (BPOL)
- Trade Name Registration
- Contractor Licenses
- Food Service Permit
- Home Child Care Facility Permits, Day Care Centers
- Alcoholic Beverage License
- Certificate of Authority for Firms Incorporated Outside of Virginia
- Taxi and Solicitors Licenses
- Sales and Use Tax (Fairfax County and Virginia)
- Miscellaneous License/Permits
- Short Term Daily Rental Tax



Fairfax County Economic Development Authority

www.fairfaxcountyeda.org

- Entrepreneurship 101/201
- One on One Business Counseling
- Business Retention Program
- Procurement Academy
- Small Business Financing/Venture Capital
- Business Incubators



Community Business Partnership

www.cbponline.org

- Small Business Development Center
- Business Finance Center
- Business Incubation Center
- Women's Business Center
- Financial Education Center for Women Entrepreneurs

